



POSITION DESCRIPTION

Title: Program Manager

Hours: 24-32 hours per week

Location: Remote and flexible (within U.S.), with preference for a western U.S. location

Position Summary

The Program Manager is the heart of grant and leadership development programs at the Robert and Patricia Switzer Foundation. The Program Manager leads recruitment and selection for the Switzer Fellowship, the foundation's core grant program that supports emerging leaders to solve today's environmental challenges and advance social equity. The Program Manager also designs and hosts retreats and professional development opportunities for Switzer Fellows, focused on cohort-building, networking, and equity-centered leadership and skills development. Finally, the Program Manager administers the foundation's post-fellowship grant programs, which support and enhance Switzer Fellows' leadership and professional development throughout their careers.

Organization

The Robert and Patricia Switzer Foundation identifies and nurtures environmental leaders to create positive environmental change. The foundation awards academic fellowships and project grants, sponsors professional development activities, and fosters a vibrant network of more than 700 Switzer Fellows who are environmental and social change leaders working across academia, non-profits, government, philanthropy, and the private sector. For more information, see www.switzernetwork.org.

Core Responsibilities

Fellowship Recruitment and Selection

- Lead outreach and recruitment of candidates from diverse social, academic, and economic backgrounds for the Switzer Fellowship
- Manage a rigorous and equitable Switzer Fellowship selection process, including developing review materials, recruiting application reviewers, organizing finalist interviews, and facilitating selection of fellows

Fellowship and Network Programming

- Plan and host annual fall and spring retreats for current fellows, including convening fellows-led planning committees, coordinating training partners, selecting venues and service providers, and managing event budgets, in collaboration with the Administrative Coordinator

- Serve as the primary staff contact for current fellows, offering mentoring, networking, training, and other support as needed
- Work with the Network Manager to convene Switzer Network events, creating welcoming opportunities for fellows to engage with the network across geography, expertise, sector, career phase, and identity

Grant Program Management

- Manage post-fellowship grant programs, including Leadership Grants and Professional Development Fund grants
- Coordinate grant inquiries, proposal reviews, grant awards, and reports, and track grant outcomes

Leadership

- Serve as the staff liaison to the Fellows Advisory Committee and create opportunities for shared leadership with fellows across the foundation's programs
- Collaborate with the Executive Director to adapt and innovate grant and program strategies and approaches
- Represent the foundation externally, sharing best practices and identifying partnership opportunities with peer fellowship programs, foundations, and philanthropy-serving organizations

Desired Skills and Qualifications

- Experience working with networks, coalitions, or communities of practice that cross boundaries and include people with varied identities, disciplines, and perspectives
- Enthusiasm for building relationships and passion for amplifying the leadership of others, often from behind the scenes
- Experience planning and hosting in-person and virtual events with strong, inclusive group facilitation skills or a willingness to learn
- Willingness and ability to travel to events at different locations in the U.S. up to four times per year
- Strong interpersonal skills, including the ability to sustain authentic and respectful working relationships with colleagues and create a warm and welcoming environment for fellows
- Demonstrated initiative and enthusiasm for experimentation, continual learning, and adaptation
- Excellent written, visual, and verbal communication skills and attention to detail
- Familiarity with contemporary issues and innovations in environmental science, policy, and justice
- Relevant professional experience and/or graduate study in an environment-related field are desirable, but not required
- Demonstrated commitment to, knowledge of, and experience with advancing racial equity and social justice

Pay and Benefits

The pay rate for the Program Manager position is based on pay rates reported for similar positions at peer foundations; pay will range from \$33.00-\$41.50 per hour, depending on the candidate's level of experience. Benefits include a flexible paid time off (PTO) program, health benefits, retirement contribution, short-term disability insurance, paid family and medical leave, and sabbatical leave for long-term employees.

To Apply

Please submit an application for the Program Manager position, including a cover letter describing your qualifications, relevant experiences, and vision for the role; a current resume; and a list of three professional references with contact information to: <https://form.jotform.com/233164452754053>. Application review will begin on December 18, and the position will remain open until filled.

The Robert and Patricia Switzer Foundation is committed to equal opportunity employment and does not discriminate on the basis of race, ethnicity, religion, marital status, age, national origin, ancestry, physical or mental ability, medical condition, pregnancy, genetic information, gender identity or expression, sexual orientation, veteran status, or any other status protected under federal, state, or local law. All are welcome and encouraged to apply.